

ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

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WEBSITE: www.az.ngb.army.mil/hro

ANNOUNCEMENT NUMBER: 04-59AR

DATE: 18 JUN 2004

CLOSING DATE: 9 JUL 2004

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

PERSONNEL SERVICE SERGEANT, PARA 210C LINE 07, SGT, 75H

APPOINTMENT FACTORS: OFFICER ()

WARRANT OFFICER ()

ENLISTED (X)

LOCATION OF POSITION:

PERSONNEL SERVICES BRANCH (PSB), PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to members of the Arizona Army National Guard in the grades of E-4 through E-5**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and **maintaining that residency while on AGR status under Title 32, USC.**

NATIONAL GUARD REQUIREMENTS:

1. Soldiers selected must meet medical standards prescribed by AR 40-501 chapter 2 or 4, as appropriate, and must have completed a medical examination at an active duty medical facility or MEPS station within 12 months preceding entry into the AGR program. Soldiers must meet the physical requirements of AR 600-9. Females will be tested for pregnancy within 30 days prior to initial entry on active duty.
 2. An investigation will be initiated for a security clearance. Unfavorable results will be cause for immediate separation.
 3. Soldiers selected for an AGR tour must be eligible to complete a minimum of 5 years on active military status prior to completing 18 years of active federal service AND/OR the date of mandatory removal.
 4. AGR soldiers will not be reassigned during the first 18 months of their initial tour, except in the event of mobilization of force structure changes.
 5. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
 6. The Arizona National Guard is an Equal Opportunity employer. Selection for this position will be based on merit, fitness, capability, and potential, to ensure fair treatment of all soldiers.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 75H20

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:

1. Physical demands rating of moderately heavy.
2. A physical profile of 323222.
3. Minimum score of 95 in aptitude area CL.
4. Type a minimum speed of 20 net words per minute.
5. Formal training.

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-4, the documents listed **WILL** be submitted “AS A MINIMUM”. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible will be returned:

- a. NGB Form 34-1 (AGR Application (1Sep 86).
- b. AZ ARNG Form 34-1 (13 Feb 98)
- c. AZNG Form 335-4-R (13 Feb 98)
- d. DD FORM 2707 & 2708 (Most recent physical)
- e. Body Fat Worksheet (DA Form 5500-R) if applicable.
- f. DA Form 705 (Army Physical Fitness Test Scorecard) The most recent 4 physical Fitness tests recorded on DA Form 705.
- g. Certified copy of DA Form 2-1 from your Army 201 file.
- h. Latest “5” OER/NCOER’s.
- i. NGB Form 23 (Army National Guard Current Annual Statement)
- j. DA Form 759 if applying for an aviation position.

USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. ALL APPLICATION MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

BRIEF JOB DESCRIPTION: The Personnel Records Specialist maintains officer and enlisted personnel records in the record section of a personnel activity or supervises personnel records activities. They will prepare and review personnel casualty documents. Prepares duplicate or true copies of records for various agencies as required or requested. Monitors suspense actions to ensure compliance. Processes Enlisted and Officer Evaluation Reports and enters appropriate data on DA Forms and records. Transfers records of military personnel in accordance with regulation. Prepares applicable discharge certificates and report of separation from duty. Reviews personnel status documentation for completeness and accuracy and ensures data is posted to the Army regulations and other publications. Prepares and maintains functional files IAW the Modern Army Records Keeping System (MARKS).

**** Must have six months experience in personnel administration which the candidate demonstrated the application of rules, regulations and procedures in applying a standardized body of specialized personnel rules, conditions, requirements; completing commonly used personnel forms; initiating personnel action requests, coding personnel actions for computer processing, entering personnel actions into the SIDPERS database, establishing and following up on suspense dates.**

SELECTING SUPERVISOR: CW2 LEONARD

VICE: SGT SNEDDON